



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## UNCLAIMED PROPERTY INVESTIGATIVE OFFICER

Job Number: 20001647

Job Code: 91230V151201

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 11/16/1994

Job Revised: 12/01/2015

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs complex special investigations of suspected noncompliance of the Unclaimed Property laws and regulations for the Treasury Department. Provides for education projects on the law and regulations; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in business administration, accounting, finance or a related field.

#### **EXPERIENCE:**

Must have three years of accounting, auditing, investigative or management experience.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in business administration, accounting, auditing, financial investigations or a related field will substitute for the required education on a year-for-year basis. Certification as a Certified Public Accountant will substitute for the required education and experience.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Develops and determines cases of noncompliance for audit purposes and for prosecution. Coordinates and conducts education projects on the unclaimed property law, regulations and procedures. Testifies in judicial proceedings and administrative hearings. Serves as a liaison with the County Attorney's offices in state, holders of unclaimed property and other interested entities. Performs special investigations in cases of suspected noncompliance of the Kentucky Unclaimed Property Law. Establishes good public relations with holders of unclaimed property to increase holder reporting. Makes recommendations, corrects deficiencies, develops methods to increase holder population and improve reporting efficiency.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform work in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*